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3 JUL 1963

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MEMORANDUM FOR: Chief, Technical Accounting Staff

SUBJECT: Narrative Report from Field Finance Officers

1. Recent discussions have resulted in the conclusion a narrative of significant technical matters from finance officers at Class A Stations would be of considerable value to the Comptroller and yourself.

2. The handbook for Class A Stations, [REDACTED], should be amended as follows: 25X1A

(1) To identify the report as being required each month, add to Chapter IX, paragraph 3a, a new sub-paragraph "(10) Narrative Annex".

(2) Renumber the present paragraphs 5 - 16 as 6 - 17 and insert a new paragraph 5 as described in the following paragraph.

3. "Paragraph 5 - The Narrative Annex will be used to advise the Comptroller of technical matters which in the opinion of the station finance officer should be brought to the Comptroller's attention. Matters of a substantive nature requiring Headquarters action or for the attention of Headquarters shall be reported through command channels and will not be included in the Narrative Annex. Technical matters of interest to the Comptroller include but are not limited to:

(1) Modification of KUBARK fiscal procedures to meet the local needs of the station.

(2) The difficulties, if any, encountered in implementing fiscal procedures resulting from newly established Agency policy.

(3) The number of visits to other installations (bases, etc.) and the purpose of the visit(s).

(4) Comparison of fiscal procedures at incumbent station with those at Headquarters and predecessor stations where the differences noted are considered significant.

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(5) A statement as to the adequacy of prescribed forms including the difficulties or inability of the station to obtain the necessary data for completion.


Chief, Finance Division

25X1A9a

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